

# **CONVERSION TEAM DECISIONS AND ASSUMPTIONS**

## **CONVERSION TEAM ASSUMPTIONS**

- A Plea and Plea Date are not tracked in JCMS and therefore it is not possible to convert to FullCourt. NOTE: If the plea information was entered into JCMS in the registers then the information will be converted from JCMS registers to FullCourt ROA's.
- The Offense Date in JCMS is the same as the Violation Date in FullCourt.
- JCMS Events -- The Team recommends each clerk decide whether to convert JCMS Events to FullCourt or not. The Team determined that JCMS Events could be converted to entries in the FullCourt Register of Actions, however, if the practice of the court was to enter an event and a corresponding register in JCMS, converting this information will create duplicate entries in the FullCourt Register of Actions. The Team recommends if the clerk chooses to convert JCMS events that the CAO provide the clerk a report listing the case numbers with potential duplicate register entries based on the filed date. This would provide the clerk the opportunity to clean up duplicate entries if necessary or desired.
- JCMS Judgment Actions – The Team recommends the conversion of JCMS Judgment Actions, Appeals, and Satisfactions as FullCourt Judgment Events. When this is done, unless we have been able to match a JCMS register entry, FullCourt will create an ROA entry that is tied to the Judgment Event. It is these Judgment Event entries that create the information for the Judgment Book Report. The assumption is that it is possible that courts may have entered in JCMS Judgment Actions, Appeals and Satisfactions, as well as a corresponding Register entry. If this was the court practice then this conversion will create duplicate entries in the FullCourt Register of Actions. The SCA will provide the clerk an enhanced report listing the case numbers with potential duplicate register entries based on the filed date. This would provide the clerk the opportunity to clean up duplicate entries if necessary or desired.

## **CONVERSION TEAM RECOMMENDATIONS**

- FullCourt has a single field for Judgment Amount. JCMS allows multiples lines of description and amounts for Judgments. The team recommends not converting the data to the FC amount field, rather convert the JCMS judgment descriptions and amounts to the FC Judgment notes field. If JCMS has notes in its note field the notes will be appended to the judgment descriptions and amounts.

- Criminal Charges – Team recommends that if there are multiple parties on a criminal charge in JCMS, the conversion bring over only the first party on the case and the charges. The clerks would have to enter the 2<sup>nd</sup> party manually into FullCourt and relate it to the appropriate charges. The SCA will provide a report for clerks listing the case numbers that contain multiple parties.
- Charge Dispositions – The team recommends mapping the JCMS Dispo Code from the Charge window to the FullCourt Findings field. Additionally, the original Basis for Disposition text from JCMS will be put into the Disposition Comment area of FullCourt.
- JCMS Sentencing Information – The team recommends JCMS sentencing information be converted to the free form disposition text field of the disposition table of FullCourt, e.g. 5 years Prison, 5 Years Suspended, 5 Years Probation, Concurrent.
- Any Disposition Notes from JCMS will be placed in the free form disposition text field of the disposition table of FullCourt. The converted information in the disposition text field will include Basis for Disposition Text + Sentencing Information (5 years Prison, 5 Years Suspended, 5 Years Probation, Concurrent) + JCMS Disposition Notes.
- The team recommends converting JCMS Case notes to FullCourt Case Comments.
- The team recommends that JCMS Physical File information be converted to FullCourt Case Comments and be appended to the converted JCMS Case Notes.
- Criminal Charges -- JCMS has the capability of entering multiple statutes on a single charge. For the purposes of conversion and demonstration the Team recommends converting each statute on a case as a separate charge in the case.
- Criminal Charges – The Team recommends creating an initial Statute Revision Table in FullCourt equivalent to the JCMS Statute table for use only for the cases involved in the conversion.
- Attorneys – The Team recommends converting JCMS Attorneys to FullCourt for the purpose matching during the conversion. After conversion the converted attorneys will be inactivated and a current list of attorneys from the State Bar will be imported into FullCourt.
- JCMS Fines and Fee information from the Disposition Tab of Criminal Cases – The Team recommends converting this data by creating a new ROA in FullCourt with the code of "FINEORD" and converting the information to the text field of the ROA.
- JCMS Receipt Information – The Team recommends converting this information by creating a new ROA in FullCourt with a code of "JCMSRCPT" and converting the information to the text field of the ROA.

- MANS Number – FullCourt only accommodates a single MANS number per case. JCMS can store multiple MANS numbers per case. The MANS number is assigned at the time of arrest or booking, the same number applies to each charge of the offense. If the defendant is arrested on a Probation Violation another MANS number is typically generated

## **QUESTIONS**

1. Does FullCourt need to be able to accommodate more than one MANS number at the case or charge level?
- Dispositions – Each charge in FullCourt must be resolved individually. JCMS maintains a charge and a case level finding (disposition). If a JCMS case has a disposition but there are no dispositions at the charge level does the case disposition apply to all charges on a case?